

Newport Village Hall

Draft Trustee meeting minutes – Meeting Friday 12th January 2024 – 4.30pm

Venue – Marion Faber Room Village Hall - Newport

1. Present:

Mark Patmore (Chair) (MP), Julie Utton (vice chair) (JU), Christine Mayle (CM), Sean Fleetwood (SF), Moira Grimwood (MG), Peter Arscott (PA), Nicola Sorrell (NS), Janet Arscott (JA) NPC representative

2. Apologies for absence

Karen Turner (KT),

3. Previous minutes

Previous minutes 1st December 2023 were agreed as accurate and signed. **MP** to post on website.

4. Matters arising from previous minutes and actions

It was agreed to tackle action points from previous minutes within the published agenda.

5. Users- Feedback and Queries

NS presented email with details of users' complaint following party. Art has provided info regarding comments made about who may use the car park on Wednesday mornings.

No further complaints received from neighbours regarding noise following on from last meeting.

Request from a **different** family for 18th birthday party in August discussed. **NS** to feedback to user arrangements for supervision, noise, under-age drinking etc as per previous withdrawn request, also including additional deposit. Hall needs to maintain premises and alcohol licence, particularly with regard to conditions on noise, drinking and not causing nuisance to neighbours.

NS to follow-up Rebel Yell's request for overnight parking for one Campervan -Trustees agreed in principle.

NS to follow up with user the date and details then notify Maintenance Manager.

Discussion on how effective Hallmaster is for booking etc. **NS** still pleased with way things are going.

Approach made by a Clavering VH representative as they as investigating using Hallmaster too. **NS** to follow-up.

Issues have arisen as some regular users have not updated their calendar on Hallmaster past

Christmas/Easter 2024, late notification from Spanish class (less than 24 hours) for Monday evenings. **NS** resolved situation but one booking for a casual user had to be cancelled.

JU circulated a paper copy of email to be sent to regular users, including request to update bookings until December 2024. Trustees agreed email appropriate. **JU** to distribute to users.

Action:

Respond to Clavering VH request for Hallmaster info

NS

Check NS's email and VH emergency contact mobile number for users' email

JU

Circulate update email to regular users

JU

Follow-up Rebel Yell's request for overnight parking (see also previous minutes)

NS

Follow-up request for 18th birthday party, NERF party start time, potential noise from band booked in MF

NS

6. Finance

Update (including end of year accounts 31/01/24) with commentary deferred until February meeting.

Present state of banking accounts shared verbally **MP** £28000. This includes grants and sponsorship approx. £6000.

Key posts (Finance, Bookings, & Secretary) are currently being covered by Trustees in a voluntary capacity. In its current situation this is proving of substantial financial benefit to the VH.

7. Secretary Administration

CM reminded Trustees of the need to let her know updates & accuracy for the draft Annual checklist circulated at last meeting showing reviews/renewals of key documents/insurances/licences. Electronic version to be circulated.

NPC chair will sign 2023 A/EGM minutes at next AGM (April) once members (Newport residents over 18 attending the meeting) agree they are an accurate record.

Action:

Circulate electronic version of Annual checklist **CM**

Submit updated info for Annual checklist to CM **ALL**

Shred/destroy out of date accounts (on-going from previous minutes) **CM**

8. Bookings

Request from UDC to use VH as a polling station on Thursday 2nd May 2024 (Fire, Police and Ambulance Commissioner election). Agreed by Trustees. **NS** to notify users of bookings' cancellation for that day & evening.

Action:

Notify UDC of acceptance of Polling Station booking request. **NS**

Notify users affected of cancellation **NS**

9. Website & Comms

Users to be asked if there are any further details or postings (adverts) they would like on the website. **JU**
JU to remind users of need to help keep costs down by turning heating off/down on leaving and to clean the hall.

Action:

Update website as appropriate. **MP**

Post adverts, what's on etc on Facebook as appropriate. **JU**

Email for users to be sent out re: checking heating turned down/off on leaving hall and cleanliness (see previous minutes) **JU**

10. Revenue Initiatives and Grants

VH registered to make an application for the latest government grant for help with Energy Efficiency. Initial stage is an application for an Independent Energy Assessment. The document consists of a 52-page document requiring VH information including financial data and monthly utilities' bills (2022/23). **CM** to provide appropriate sections for **MP**.

Action:

CM to forward sections of the IEA application to MP for completion **CM**

Completion of application for IEA (deadline April 2024 for IEA and August 24 for full application) **CM**

Continue to seek further funding (on-going from previous minutes) **CM**

11. Facilities

Electrician repaired main hall light (changed to LED) but also (unexpectedly) changed light cover. Previous light fitting now stored under the LHS stage, should further repair be needed. **PA**

Plumber repaired ladies' toilet flush, including providing an isolator, to avoid all hall water requiring turning off during future repairs. **PA**

Continue discussion with NPC regarding Common access pathway and MF room. And car parking. **MP**

Grey cabinet removed from alcove in disabled toilet by **SF**. Query regarding electrics and emergency alarm being accessible when alcove cupboard completed.

Health & Safety

Concerns over equipment stored under stage.

Need to update signs around hall & car park.

Cleaning

Relief cleaner's work adequate. Not briefed appropriately therefore difficult to provide full assessment.

From previous minutes **DH** to be asked to spread cleaning hours – Mon, Wed, Friday 2 hours each morning.

JU

Since her return pre-Xmas DH has cleaned the interior windows avoiding the need for Trustees to engage a window cleaner at additional cost. Interior cleaning of hall windows to be reviewed in Spring.

Oversight of employee.

No work schedule available from the Maintenance Manager for December 23.

Trustees to provide expectations for day-to-day tasks for Maintenance Manager to undertake to SF asap.

Update on priorities for VH improvements:

Given limited financial resources improvements were prioritised as follows:

- | | | | |
|---|------------------|-------------------------------|--------------|
| 1. Storage -cupboard for alcove in disabled/baby changing area – Trustees agreed to proceed with Michin | | estimate £900 (including VAT) | |
| 2. Replacing main hall light | COMPLETED | Final cost unknown | PA |
| 3. Flush in ladies toilet | COMPLETED | Estimate £300 (+ VAT) | PA |
| 4. Heating (timer / HIVE system) -Energy grant application (see item 10). | | | MP/CM |
| 5. Hall Floor (sanding etc) - planned for Easter | | estimate £3000 | PA |
| 6. Exterior- making good- and painting | | PA has acquired estimate | PA |

DH reported water leaks in gents' toilets (roof or urinal?) and leak on the stage. PA/SF to liaise and contact builder for assessment and quote.

Action:

Draft job description for caretaker/maintenance manager to be drawn up. (From previous minutes).

MP/SF

Work schedule to be provided for Maintenance Manager, to cover expectations for 14hrs a month.

ALL/SF

Regular monitoring record to be provided to show progress on work schedule.

MP/SF

Cleaner to be asked to re-arrange her cleaning hours

JU

Follow-up fire assessment, monitoring of alarms and risks. Maintenance Manager to maintain log.

SF

Ask NATS about storage LHS under stage

CM

Liaise and contact builder regarding leaks

SF/PA

Undertake site visit to ascertain additional signs required around hall and in car park. (See also previous meeting minutes).

SF/CM

Continue discussion with NPC regarding Common access pathway and MF room. And car parking.

MP

12. Other actions remaining from previous minutes not covered above.

Identify village hall cupboards, perhaps with numbers. Hall signage.

CM

Investigate storing 2 tables in MF room (hung on wall)

PA

13. AOB

Discussion of BT engineer visits in July. More information requested.

Trustees reminded that prior to making visits to village hall to check Hallmaster and unless it's an essential maintenance/emergency not to book trades people visits or visit when users are in the main hall/MF Room.

Also to avoid disturbing users during sessions.

CCTV – maintenance and training booked between NPC & SF Thursday 18th January 2023. SF to investigate with NPC potential of remote access app. SF to make Maintenance Manager aware of visit.

Siting of 'Bleed' box at VH. Majority of Trustees agreed VH most appropriate place, positioning to be discussed with NPC. **MP**

Discussion & update of evolving sub-committee membership since agreed at Trustees July 23 meeting:

- Finances
 - Mark Patmore
 - Sean Fleetwood
- Facilities
 - Sean Fleetwood (Health and Safety)

- Julie Utton (Cleaning)
- Mark Patmore (Line management Maintenance Manager)
- Christine Mayle (Grants and Sponsorship)
- Peter Ascott
- Bookings
 - Nicola Sorrell
 - Moira Grimwood
- Website, Comms, Media
 - Julie Utton (Facebook and User Comms)
 - Mark Patmore (Website)

Roles: Trustee: Bookings (NS), Trustee: Finance (KT), Trustee: Secretary (CM)

PA obtained a quote for (partial) repainting of exterior walls.

Maintenance Manager paid through the Accounts for work undertaken during transitional period in July 23. Payment notified to HMRC.

Discussion on Trustees' responsibilities and timeline for production of Trustees' Annual Report with Accounts for presentation at AGM discussed (constitution states date of AGM April 2024 or as soon as thereafter-previous years was technically late as in May 23).

This timeline needs to factor in:

- Posting public (community) notification (date, time and venue) at least 2 weeks prior to AGM meeting (with agenda) CM
- Availability and booking of Independent Examiner
- Trustees agreeing final accounts, production and agreement of TAR and Independent Examiner's statement/report ALL
- Availability of VH for AGM in April NS

Moving forward it was agreed that Trustees need to have financial updates at each (monthly) meeting.

Action:

- Contact users for their up-to-date insurance information (from previous minutes)** JU
- Decision on date of AGM 2024 and production of TAR with accounts required.** ALL
- Investigate availability of VH for AGM in April** NS
- Investigate dates for BT visits** MP
- Investigate remote app for CCTV access** SF
- Notify Maintenance Manager of on-site visit by NPC and SF** SF
- Discuss positioning of 'Bleed box' with NPC** MP

Date of Next Meeting.

Friday 9th February 2024 at 4.30pm (finish 6.30 approx.) Marion Faber Room

Meeting finished 7pm

Signed:



(Chair). Mark Patmore

Date: 9/2/24